

**Levy Notification Information Sheet**  
**(TO BE COMPLETED BY INDIVIDUAL ON ASSIGNMENT)**

1. Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Rank: \_\_\_\_\_  
(Last, First, Middle)

2. Is soldier required to reenlist/extend? NO YES

**(If soldier is required to reenlist/extend, memorandum from retention NCO must be submitted to Reassignment Processing Center (RPC) prior to the publication of orders).**

3. Is a security clearance required? YES NO

If a security clearance is needed the soldier must contact their S-2 Security Officer to verify status of clearance.

4. PMOS: \_\_\_\_\_  
Primary MOS

5. ETS Date: \_\_\_\_\_  
Enlisted Only

5. Current Unit of Assignment \_\_\_\_\_

6. Gaining Unit/Country: \_\_\_\_\_  
Name of Installation, State

7. Soldier's contact number: \_\_\_\_\_

8. Family Status (circle one): Single Single w/dependents Married

9. My Enterprise Email address is: \_\_\_\_\_

10. All Soldiers are required to have a Government Credit Card. Do you have one? YES NO

11. Married to Service Member: With (who's Claiming Dependents) OR Without Dependents

Joint Domicile: (Married Army Couples Program): only if assignment instructions indicated Joint Domicile.

12. Number of Family Members Traveling with you to this assignment: \_\_\_\_\_

13. I will:

a. Apply for voluntary retirement in lieu of PCS \_\_\_\_\_  
(Must have completed 19 ½ years of service) Initials

b. Comply with PCS assignment instructions \_\_\_\_\_  
Initials

14. I (Decline) or (Accept) the Airborne Assignment \_\_\_\_\_  
Only for Airborne Assignment Instructions Initials

15. I have read the levy briefing sheets pertaining to my assignment.

16. While I am in \_\_\_\_\_ my Family will reside at: \_\_\_\_\_  
(For Married Soldiers going overseas unaccompanied City, State, Zip Code

\_\_\_\_\_  
Soldier's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name